INFORMATION SYSTEMS ANALYST

DEFINITION

Under direction, is responsible for developing, implementing, and maintaining information processing systems; performs related duties as required.

EXAMPLES OF WORK (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Determines feasibility and requirements for computerization such as hardware configurations, peripheral equipment, maintenance support, mainframe interface, modem communications, memory storage devices; analyzes hardware and software alternatives and recommends selection to management;

Confers with management and/or designated staff members in the development and implementation of information processing systems;

Designs relational databases to meet data processing needs;

Installs new software and hardware packages; modifies and adapts software features, structures or options to meet the needs of the department or division;

Writes system documentation, program specifications, and/or production procedures;

Develops recommendations for system improvement and utilization;

Resolves security issues regarding the computer system;

Maintains day to day operation of local area network (LAN) system; provides ongoing system maintenance and evaluation;

Provides technical assistance to users of computer information systems;

Recommends solutions to administrative problems in the processing of information within the computer system;

Instructs and trains users in operation of and procedures for system; researches technical computer manuals; writes user manuals and instructions;

May participate in professional activities to remain knowledgeable regarding developments in the field of computer information systems.

MINIMUM QUALIFICATIONS

Possession of a bachelor's degree in information systems, decision science, or other closely related field <u>and</u> one (1) year of experience developing, implementing, or maintaining computer information systems.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of computer operations and information processing in mini or local area network environments; considerable knowledge of data base principles; some knowledge of teleprocessing programming capabilities and limitations; ability to plan and integrate information delivery systems with organizational objectives; ability to evaluate the capabilities of computer hardware and software; ability to perform analyses, systems design, forms design and report formatting; ability to trouble shoot and resolve issues, conflicts, and problems; ability to develop priorities and work sequences; ability to perform mathematical computations involving algebraic formulas; ability to develop and maintain effective working relationships with associates, city officials and computer vendors.

Probationary Period:	365 Days
Examination:	Noncompetitive
Class Code:	0548
Job Family:	Applied Sciences
EEO Job Category:	Professional
Compensation Plan:	CMAGE/CWA
Salary:	Grade 57
Class established:	12-16-96
Current spec:	10-26-98
Commission action taken:	Review/no change
Last reviewed:	10-27-03